



**United States Bankruptcy Court
District of Arizona
230 North First Avenue, Suite 101
Phoenix, Arizona 85003-1706
(602) 682-4000**

**Promotional Opportunity
Announcement #06-06 PHX**

Position: Contract Administrator

Location: Phoenix Office

Position Type: Full-Time

Salary Range: \$49,872 - \$81,099 (CL 28)
Depending Upon Qualifications and Experience

Opening Date: Monday, September 18, 2006

Closing Date: Tuesday, October 3, 2006 or Until Filled

Introduction:

This position is located in the Phoenix Office and reports to the Administrative Services Manager. The incumbent is responsible for the full range of pre-award and post-award contract actions to include market surveys, cost/price analyses, negotiations, contract award and contract administration for services, goods and equipment. The incumbent will define project goals, identify key success factors and manage project scope and expectations. The incumbent will work with current procurement staff on all procurement activities but will focus on procurement of automation equipment and services.

Representative Duties and Responsibilities Include:

- Oversees contract management during pre and post award to determine reasonableness, resolve disputes, negotiate claims and ensure compliance with the terms and conditions of the contract. Negotiates supplemental contract agreements, issues contract modifications
- Determines type and method of contracting.
- Develops and writes all levels of contracts, statements of work, requests for proposals and request for quotations, including those that require a one time delegation of procurement authority.
- Develops and analyzes requirements packages for all contract purchases, edits scopes of work as needed to comply with procurement, contracting and federal appropriations laws.
- Analyzes and evaluates vendor proposals, negotiates final terms with vendor and awards contract.
- Coordinates procurement and contracting actions with other federal agencies, small businesses

and competition advocates.

- Reviews requests for procurement of high dollar, complex items and ensures appropriate publicizing of solicitations.
- Serves as principal contact and technical authority on contracting and acquisition programs.
- Conducts negotiations and meetings with contractors as a contractual representative.
- Assesses annual needs of the court for spending plan development and establishes the contracting schedule.
- Prepares all Memorandums of Understanding or Interagency Agreements for any purchase made from contracts of another federal agency. Seeks one time delegations of procurement authority for the Administrative Office when needed.
- Responsible signature authority for all purchase orders at all dollar levels.
- Executes purchases using the Government Purchase Card.
- Places all orders for goods and services.
- Verifies that deliverables received by others are in compliance with contract terms, specifications and conditions. Enters FAS4T documents as appropriate.
- Maintains official contracting officer certification training requirements for Level 1 and Level 3 transactions.
- Consults with the Administrative Office for procurement actions above the court's purchasing authority.

Qualifications:

Thorough knowledge and experience in contract administration. Broad working knowledge of negotiation techniques, contract planning and management and analysis. Thorough knowledge to oversee and ensure compliance with Judiciary Procurement Policies (JP3), Contract and Federal Appropriations Laws, and the Guide to Judiciary Policies and Procedures. Prior experience in contract administration that demonstrates ability to conduct full range of contract and procurement functions to include: formulation of comprehensive statements of work, price/cost analysis and negotiation of a variety of contract types. Completion of JP3 contracting officer certification. Prior experience in purchase/procurement of computer, audio/visual, and telephone related equipment, software and services.

How to Apply:

Applicants should submit a cover letter and resume to; U.S. Bankruptcy Court, Attention: Human Resources Department, 230 N. First Ave., Ste. 101, Phoenix, AZ 85003-1727 postmarked by October 3, 2006. Include the announcement number on your cover letter and resume. Also provide names and phone numbers of three business references.

Applicant Information:

Applicant must be a United States citizen or eligible to work in the United States. This position subject to mandatory background investigation and FBI fingerprint check; with periodic reinvestigation, if applicable. The selected applicant will be subject to a six (6) month probationary period. All appointments subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay. Applications will be screened for qualifications and the best qualified applicants will be invited for a personal interview. Relocation expenses will not be reimbursed.

**The United States Bankruptcy Court District of Arizona
is an Equal Opportunity Employer.**